

CITY OF MARLBOROUGH

LEGAL DEPARTMENT

PARALEGAL

POSITION PURPOSE:

The paralegal will provide legal support, and perform clerical and administrative functions, for the Legal Department.

ESSENTIAL JOB FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

- Coordinating and preparing responses to public records requests.
- Processing claims and settlements for all legal claims and suits.
- Prepare a variety of legal documents including correspondence, ordinances, agreements, and pre-trial/trial filings.
- Act as a liaison with other departments and their department heads and the public.
- Assist with researching specific questions of law for precedent, related case law, and/ or citations.
- Prepare and file proofs of claim in taxpayer bankruptcy cases
- Maintain office files in paper and electronic form.
- Maintain a master calendar of critical dates, including court appearances, court filings, pre-trial dates, and discovery response dates.
- Serve as initial office point of contact to the public; answer phone and take messages.
- Manage department mail, accounts, purchases, budgeting, and related functions associated with office administration.
- Performs other related work as required.
- Performs other duties as requested by the City Solicitor and Assistant City Solicitor.

SUPERVISION RECEIVED:

This position works under the general direction of the City Solicitor and performs work for the Assistant City Solicitor.

JUDGMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships involve constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the organization's overall interest. The position requires a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations that may influence the well-being of the organization.

CONFIDENTIALITY

Revised 9.6.2022
Legal Department

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The employee has access to confidential information on a large scale, across departments, which may include official personnel files, city-wide litigation, collective bargaining, and disciplinary records.

JOB ENVIRONMENT:

Work is performed under typical office conditions. Performs varied and responsible duties of a diverse nature, from routine to complex, requiring a high degree of motivation and initiative, use of independent judgment in decision making and thorough knowledge of departmental operations to complete tasks at hand, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent experience required. Preferred: Paralegal Certificate or two (2) years of relevant experience, or an equivalent combination of education, training and/or experience preferred.

KNOWLEDGE, ABILITY AND SKILLS

Knowledge: Office and administrative management practices and procedures, including document and file management; principles and practices of professional communication; City organization, ordinances, rules, policies, procedures and operating practices related to areas of responsibility; working knowledge of relevant federal and Massachusetts general laws, rules of civil procedure, rules of court and rules of appellate procedure; practices of public administration including budgeting and purchasing.

Abilities: Able to manage multiple and rapidly changing priorities to meet the needs and expectations of the office. Establish and maintain highly effective working relationships with municipal officials and the general public. Represent the Legal Department effectively in meetings and interactions in person, by telephone, and email with a wide range of constituencies.

Skills: Proficient in computer, word processing and spreadsheet software and other standard office equipment; writing skills for composing and preparing correspondence; effective management of accurate and concise records, reports and documents; clear, effective and persuasive communication skills, both orally and in writing; diplomacy and discretion for dealing with sensitive and confidential situations that concern internal and external parties.

PHYSICAL, MOTOR AND VISUAL SKILLS

Physical Skills: The work involves physical skills typical of an office environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to thirty (30) pounds.

Motor Skills: The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading large quantities of documents for general understanding and analytical purposes and frequent computer usage.